

Idaho Millennium Fund

GRANT APPLICATION

Revised 09/04/2007



2008

JOINT MILLENNIUM FUND COMMITTEE

SENATE

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Dean Cameron
Elliot Werk
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HOUSE

Dennis Lake, Co-Chair
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BACKGROUND

The Idaho Millennium Fund was established by the Legislature in 2000 as the repository of all funds received by the State of Idaho under the tobacco Master Settlement Agreement reached between participating states and tobacco product manufacturers. Each fiscal year, five percent of the Fund's fair market value is made available for legislative appropriation. The Joint Millennium Fund Committee, made up of five senators and five representatives, is charged with reviewing grant applications and providing a funding recommendation to the Legislature.

FUNDING

- Grants are contingent upon available funding.
- The committee will only consider applications for programs and projects **directly related to one or more of the following: (1) tobacco cessation or prevention; (2) substance abuse cessation or prevention; or (3) tobacco or substance abuse related disease treatment.**
- The committee will not consider applications requesting funding for permanent capital improvements or organizational start-up costs.
- Projects will be funded for state fiscal year 2009 (July 1, 2008 – June 30, 2009).
- Funding decisions will be made by April 2008. Funding will begin July 2008.
- Payments will be distributed in one lump sum in July. Non-state entities receiving a grant will be required to sign a contractual agreement with the state that guides the use and accounting of the Millennium funds. State agencies are required to revert unused funds at the end of the fiscal year. Non-state agencies may also be requested by the committee to return unused grant monies to the Millennium Fund.
- In accordance with 67-529(13) (c) Idaho Code, the Legislative Audit Section may be requested to examine the accounts of any public or private entity receiving an appropriation from the Legislature.

GRANT APPLICATION REVIEW

The Joint Millennium Fund Committee will hold a meeting in Boise in December, at which all applicants will be requested to present their grant proposal and respond to questions from the committee. The committee will vote on a list of finalists at a later date and forward its non-binding recommendations to the Legislature.

APPLICATION PROCEDURE

Grant applications must be received by close of business **Monday, December 3, 2007** (applications postmarked, but not received, by this date will not be accepted). Applications may also be e-mailed as an attachment in the following formats: Microsoft Word, Excel or Publisher (or a combination thereof), or Adobe Acrobat. **No faxes please.**

Two completed applications **not to exceed twelve (12) pages each** (single-sided) and two copies of the Applicant Summary and Scoring Sheet should be sent to:

Julie Swanson
LSO Budget & Policy Analysis
540 W. Jefferson St.
Boise, ID 83720-0054
or
jswanson@lso.idaho.gov

IMPORTANT: Committee members receive a photocopy of each grant application. As such, application packets should be paper clipped, rather than stapled, bound or otherwise attached, in order to facilitate photocopying. Applications should not include brochures, photographs or other materials which cannot be easily photocopied and disseminated. Finally, please use standard page margins (1 inch preferred) and at least 10 point font size.

**Applications shall be organized in the following format
and contain the following information**

I. EXECUTIVE SUMMARY

- Date
- Contact person(s) and title(s)
- Name of organization and mailing address
- Telephone and fax numbers and e-mail address of organization and contact person(s)
- **Concise** description of the purpose of the funding request
- Number of individuals, geographic area, and target population benefiting from this proposal
- Total project budget
- Total dollar amount requested

Part I not to exceed two (2) pages

II. PROPOSAL

A. Organizational Background

1. Description of organization's history, mission, and goals.
2. Description of current programs, activities, and accomplishments.
3. List of board and staff members, and a brief description of their respective responsibilities.
4. Copy of current budget and description of current sources of funding.

B. Purpose of Request: Goals and Outcomes

1. Briefly describe the issue(s) you will address.
2. Describe the overall purpose(s) of your project and the areas that will be different at the end of the project or grant period. Include information on:

a. The short-term objectives you want to achieve with this grant request.

b. The long-term objectives you are working toward, and how this grant request relates to them.

C. Organizational Capacity

Describe why your organization is well-positioned to implement this grant request. Include information on:

1. How this grant relates to your organization's strategic plan and mission.
2. Related program or organizational accomplishments.
3. Links with other organizations doing similar or related work in your geographic area or on the same issue.
4. Qualifications and responsibilities of the staff and volunteers who will be working with the target population (this information should be presented in summary form).
5. The target population's involvement in your organization (e.g. as volunteers or as board, staff, or advisory group members).

D. Process

Summarize the work plan you will use to accomplish your goals and outcomes. Include information on:

1. Tasks and timetable for key staff executing this effort.
2. Tasks and timetable for key organizations involved in this effort.

3. Existing community resources you will use (e.g., facilities, people, and partnerships).
4. Activities or tasks that will occur on a day-to-day basis.
5. The target population and how they will benefit.
6. The target population's involvement in the project's development and execution.

E. Evaluation Plan

Using sections B (Purpose of Request: Goals and Outcomes) and D (Process), describe what you want to learn about your program goals, outcomes, and process over the grant period. Include information on:

1. Two or three primary evaluation questions you expect to answer.
2. The assessment methods/strategies you will use to answer your evaluation questions (e.g. records, surveys, interviews, pre- and post-tests, community feedback, etc.). Please be specific and realistic.
3. How your organization will involve stakeholders in the evaluation process (e.g. board, the target population, and community members).
4. How your organization will use this information to improve future outcomes internally (e.g. for program improvement, fund-raising, communications, etc.) and externally (e.g., disseminate lessons learned through reports, workshops, and networking activities).

F. Sustainability

Describe the additional resources needed to continue this project over time (e.g. financial, staffing, partners, etc.). Include information on:

1. How you will secure the other resources

necessary and/or complete the work involved in this grant request.

2. How your organization plans to support this project in the future.

III. BUDGET

1. Include completed copies of the Project Budget and Personnel Costs Detail Tables found in the Applicant Summary and Scoring Sheet Microsoft Excel workbook.

2. Provide supporting narrative explaining how the budget supports the project proposal.

Parts II & III not to exceed a cumulative total of ten (10) pages

PROPOSAL SUMMARY AND SCORING SHEET

In addition to the full grant application detailed above, applicants are required to fill out the seven-page Proposal Summary and Scoring Sheet, a Microsoft Excel document that is available on the Idaho State Legislature's website. This document summarizes key information provided in the full grant application and will be used by Millennium Fund Committee members to score applications. **Please type your responses directly into the document that is provided.** Enter the name of your organization and title of the project on each page, next to "Grant Applicant and Project Name." Responses must not exceed the space provided, using Arial 10 point font. The Excel document includes two budget tables that must be completed and included as part of the summary as well as incorporated into the complete application. The last two tabs in the Excel document provide directions and a sample budget.

Note: The "Committee Scoring Boxes" will be used by committee members to score applications. Do not type anything in these boxes.

Questions?

**Call Julie Swanson at 334-4743
or e-mail jswanson@lso.idaho.gov**